

HR Operations Senior Specialist/ER

募集職種

人材紹介会社
株式会社SPOTTED

求人ID
1614088

業種
ソフトウエア

会社の種類
中小企業 (従業員300名以下) - 外資系企業

雇用形態
正社員

勤務地
東京都 23区

給与
800万円 ~ 1200万円

更新日
2026年10月30日 04:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
ビジネス会話レベル

日本語レベル
流暢レベル

最終学歴
大学卒： 学士号

現在のビザ
日本での就労許可が必要です

募集要項

A rapidly growing technology company is looking for an **HR professional specializing in HR Planning and Employee Relations** to support the company's continued organizational growth and increasing business complexity.

The HR team supports a highly international workforce and is responsible for a broad range of HR activities, including employee relations, HR systems, organizational development, and HR policy implementation.

- Lead **HR system planning and employee/labor relations** activities
- Manage payroll, social insurance procedures, and coordination with external labor and social insurance consultants
- Improve HR processes, systems, and employee benefits to strengthen labor management and organizational effectiveness
- Communicate directly with employees, including in **English**, regarding HR policies, systems, and procedures

スキル・資格

- Experience independently leading **employee/labor relations or HR system planning**
- End-to-end experience handling **HR policy/rule revisions, payroll calculations, and social insurance procedures**
- Experience operating and managing **multiple HR systems**
- **Conversational English** communication skills

Tokyo, Koto City
Working style: Hybrid (**3 days Work from home** /**week**), Remote is also possible
Flexible work arrangement

会社説明